

**WOLVERHAMPTON CLINICAL COMMISSIONING GROUP
PRIMARY CARE COMMISSIONING COMMITTEE**

Minutes of the Primary Care Commissioning Committee Meeting (Public)
Held on Tuesday 6th June 2017, Commencing at 2.00 pm in the in PC108, Creative Industries,
Wolverhampton Science Park

**MEMBERS ~
Wolverhampton CCG ~**

		Present
Pat Roberts	Chair	Yes
Dr David Bush	Governing Body Member / GP	No
Dr Manjit Kainth	Locality Chair / GP	Yes
Dr Salma Reehana	Locality Chair / GP	No
Steven Marshall	Director of Strategy & Transformation	No
Manjeet Garcha	Executive Lead Nurse	Yes
Les Trigg	Lay Member (Vice Chair)	Yes

NHS England ~

Bal Dhami	Contract Manager	Yes
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Independent Patient Representatives ~

Jenny Spencer	Independent Patient Representative	No
Sarah Gaytten	Independent Patient Representative	Yes

Non-Voting Observers ~

Ros Jervis	Service Director Public Health and Wellbeing	Yes
Elizabeth Learoyd	Chair - Wolverhampton Healthwatch	No
Dr Gurmit Mahay	Vice Chair – Wolverhampton LMC	No
Jeff Blankley	Chair - Wolverhampton LPC	No

In attendance ~

Mike Hastings	Associate Director of Operations (WCCG)	Yes
Peter McKenzie	Corporate Operations Manager (WCCG)	No
Jane Worton	Primary Care Liaison Manager (WCCG)	No
Jim Oatridge	Interim Chair (WCCG)	Yes
Helen Hibbs	Chief Accountable Officer (WCCG)	No
Gill Shelley	Primary Care Contracts Manager (WCCG)	Yes
Sarah Southall	Head of Primary Care (WCCG)	Yes
Laura Russell	Primary Care PMO Administrator (WCCG – minutes)	Yes

Welcome and Introductions

WPCC44 Ms Roberts welcomed attendees to the meeting and introduced Les Trigg new Vice Chair of the Committee, Jim Oatridge, Interim Chair Wolverhampton CCG and Mike Hastings within his new role as Director of Operations.

Apologies for absence

WPCC45 Apologies were submitted on behalf of Peter McKenzie, Jeff Blankley Steven Marshall, Dr Reehana, Jane Worton, Jenny Spencer and Dr Helen Hibbs.

Declarations of Interest

WPCC46 Dr Kainth declared that, as GP he had a standing interest in all items related to primary care.

Ms Gaytten declared that, in her role as employee of the University of Wolverhampton, she worked closely with practices to arrange placements for student nurses and therefore had a standing interest in items related to primary care.

As these declarations did not constitute a conflict of interest, all participants remained in the meeting whilst these items were discussed.

RESOLVED: That the above is noted.

Minutes of the Primary Care Commissioning Committee Meeting Held on the 2nd May 2017

WPCC47 RESOLVED:

That the minutes of the previous meeting held on 2nd May 2017 were approved as an accurate record subject to the following amendment:

WPCC31 Extended Opening Hours Schemes Joint Evaluation Report (Page 4) - A spelling mistake it should read *'The report provided an overview of the three WCCG extended access scheme during December 2016 to March 2017'*.

Matters arising from the minutes

WPCC48 There were no matters arising from the minutes.

RESOLVED: That the above is noted.

Committee Action Points

WPCC49 Minute Number PCC302 – Premises Charges (Rent Reimbursement)

The Committee was informed that the cost directives have been put on hold due to purdah. Action to remain open.

Minute Number WPCC31 – Extended Opening Hours Scheme Joint Evaluation Report

An update to be provided at the July 2017 meeting.

RESOLVED: That the above is noted.

Governing Body Report/Primary Care Strategy Committee Update

WPCC50 Mrs Southall presented to the Committee the Primary Care report that was present to the Governing Body meeting in May 2017 and provided the following update;

- An overview of the Primary Care Strategy programme milestones that have been achieved since the summer of 2016. This also included an update on the up and coming priorities over the next quarter for each Task and Finish Group.
- All Practices apart from two have aligned within Practice Grouping New Models of Care.
- The 10 High Impact Services have been scoped.
- The Service Specification for Risk Stratification is being finalised.
- Group Level Dashboard will be available from July onwards.
- There were two exception reports considered by the Primary Care Strategy Committee in relation to Practices as Providers and Localities as Commissioners.
- The General Practice Forward View CCG plan has been fully assured by NHS England and the programme of work is underway to implement each of the projects.

The Committee noted the reports content and congratulated Mrs Southall and the achievements that been made over the last 12 months.

RESOLVED: That the above is noted.

Primary Care Operational Management Group Update

WPCC51 Mr Hastings presented the Primary Care Operational Management Group report which provides an overview of the discussions that have taken place at their meeting on the 23rd May 2017. The following items were highlighted to the Committee;

- The Quality Team are undertaking a review regarding IG breaches raised through Quality Matters, assurance has been given that they have reduced because of raised awareness and training has been provided.
- It was reported that there are fewer Friends and Family responses than the previous month. The number of practices with no data submissions has increased and this issue is being investigated as part of the contract route.
- A report was provided regarding the revised GP Enhanced Standards audit. The report has previously been agreed at the CCGs Quality and Safety Committee and the standards have been agreed and operational from the 1st April 2017 in vertically integrated practices. Feedback from LMC has been that they intend to advise practices to maintain national rather than local standards. It has been suggested that Infection Prevention Team run with both audits against both sets of standards and a report on the outcomes be shared with the Group and the Committee.
- The Estates Prioritisation is in the process of being finalised and will be shared with the Governing Body in August 2017.

The Committee accepted the report and asked if further detail could be provided to provide background in order to fully understand pertaining issues that were being highlighted.

RESOLVED: That the above is noted.

Application to close Branch Site – Dunkley Street

WPCC52 Ms Shelley presented to the Committee an application to close Dunkley Street Surgery which is a branch surgery of Prestbury Medical Practice. The business plan to support this application was shared with the Committee.

Dunkley Street Surgery was acquired in 2010 when the Practice merged with another local practice due to retirement of the incumbent GP. The partners have now reviewed their branch operation they have outlined within the business plan the number of issues they face, these include;

- Have been unsuccessful in recruiting into clinical posts and experiencing difficulty in providing appropriate cover to all sites.
- A number of concerns and issues with the premises at Dunkley Street including infection prevention issues and limited accommodation for the staff.
- Keeping the branch open is a continual financial burden due to the increasing locum doctors.
- Staff are becoming reluctant to work at the site due to fears of safety.

It was highlighted that Patients can remain registered with the practice and can still be seen at either the other two sites. The Prestwood Road West site is 2.6 miles and Bushbury Health Centre is 3 miles from Dunkley Street.

Ms Shelley notified the Committee that the Primary Care Operational Management Group had requested that surrounding practice were contacted to ensure they were aware of the situation in case of an potential increase in demand in patients asking to register with them. There were seven practices contacted who are open to new patient registrations.

The patient engagement process undertaken with patients consisted of the following;

- Meetings with the patient participation group on three separate occasions.
- Letters have been sent to patients requesting feedback.
- Posters have been displayed in reception area.
- The practice website has been updated.
- Attended a patient forum meeting of 100 attendees and feedback has been outlined within the business plan.

Ms Roberts noted that from the meetings with patients they are concerned the surgery is closing and asked if support will be provide to patients to reregister. It was confirmed if a decision is made to approve the closure a letter will be sent to patients including how and where they can reregister. It was agreed that Ms Shelley would look into a coms strategy to support the patients and closure of the surgery.

The Committee reviewed the business plan and agreed to approve the application to close Dunkley Street Surgery branch site.

RESOLUTION: Ms Shelley to review the option of a coms strategy to support the patients and closure of the surgery.

Any Other Business

WPCC53 There were no further discussion items raised by Committee or members of the public.

RESOLVED: That the above is noted.

WPCC54 **Date, Time & Venue of Next Committee Meeting**
Tuesday 6th June 2017 at 2.00pm in PC108, 1st Floor, Creative Industries, Wolverhampton Science Park